

# New Team Member Comprehensive Onboarding Checklist

## *Before Start Date*

### **Once you accept your offer:**

- Get your COVID-19 and flu vaccinations
- Sign Technology Agreement
- Complete Section 1 of the I-9 form
- Complete the consent form for background check
- Complete drug screening within 72 hours
- Visit [WelcometoWellstar.com](http://WelcometoWellstar.com)

### **One week prior to Start Date**

- Schedule Employee Health Screening
- Fill out Authorization for the Release of Protected Health Information form
- Fill out and submit New Hire Pre-Placement Consent and Screening Verification
- Complete COVID-19 vaccination questionnaire
- Attend health screening appointment and have your photo taken for ID badge
- If needed, submit proof of BLS or other required certifications/licensures
- Attend virtual [Next Steps](#) call held every Thursday at 12 pm
- In the Onboarding Portal:
  - Review your Week 1 Schedule
  - Take a virtual tour of your facility
  - Complete the Get to Know You survey
  - Complete required Compliance Training listed on the Learning Plan Card:
    - Wellstar Emergency Preparedness
    - Wellstar Infection Prevention
    - Wellstar Compliance Basics
    - Wellstar Information Security
    - Wellstar Risk Management
    - AVADE Workplace Violence



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## *After Start Date*

### **Day 1 :**

- Between 7:00-8:30 am, claim your MyID and set up VIP VPN on your phone
- Attend Team Member and Caregiver Orientation (TMCO)
- Complete remaining compliance trainings in Success Factors by 5:30 pm:
  - Mission, Vision and Values
  - Diversity
  - Safety First
- Check in with your hiring leader
- Complete Section 2 of the I-9 form
- Complete W-4 form
- Review Next Steps email to prepare for Day 2

### **Day 2:**

- Report to your facility and attend Day 2 Orientation
- Pick up employee ID badge
- Review benefits offerings and submit selections

### **By the end of Week 1:**

- Sign up for auto draft for paycheck in Lawson



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